

GENERAL
(September 1991)

0600

INTRODUCTION
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0601

The California Department of Forestry and Fire Protection (CAL FIRE), a world renowned fire protection and resource management agency, has a responsibility to inform the public of its daily activities. By reporting all pertinent information to the news media in an honest and timely manner, CAL FIRE maintains its positive image and better serves the citizens of California. Every employee must realize that information is an integral part of the job, and anyone involved with information handling should be familiar with this manual, the Information Procedures Handbook #0600.

This handbook contains instructions for basic news gathering and reporting as well as specific job assignments within the information function: pre-incident, incident, and post-incident. All sections complement each other, yet each stands alone. Consequently, some duplication occurs.

Although, the Director approved and issued the Information Procedures Handbook #0600 as the current manual on public information, field supervisors can amend the contents as required by preparing supplements in accordance with the Administrative Information Procedures Handbook, Chapter 2000.

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